

# **CHAPTER 30**

# **ORGANIZATION**

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### **31 NATIONAL MULTI-AGENCY COORDINATING GROUP (NMAC) ORGANIZATION (See NMG Ch. 31)**

#### **31.1 NIFC DIRECTORS' DELEGATIONS (See NMG Ch. 30)**

### **32 MULTI-AGENCY COORDINATING GROUPS (MAC) ORGANIZATION**

#### **32.1 EASTERN AREA MAC (EA MAC) GROUP**

There may be a need for Geographic Areas to activate their MAC Groups when the National Preparedness Level is at 5, enabling Geographic Area response to requests and direction from the NMAC.

##### Responsibilities of GMACs

- A. Determine and set Geographic Area priorities.
- B. Acquire, allocate, and reallocate resources.
- C. Issue coordinated Situation Assessment Statements.

MAC Group: A combination of facilities, personnel, equipment, procedures, and communications integrated into a common system with responsibility for coordination of resources from assisting agencies and support to multi-agency fire suppression operations within the Eastern Area. A MAC group should be established at the area or unit level when criteria for establishment are met.

Agency Administrator: Those personnel staffing line management positions in highest tier of the organization within the Eastern Area. Examples are:

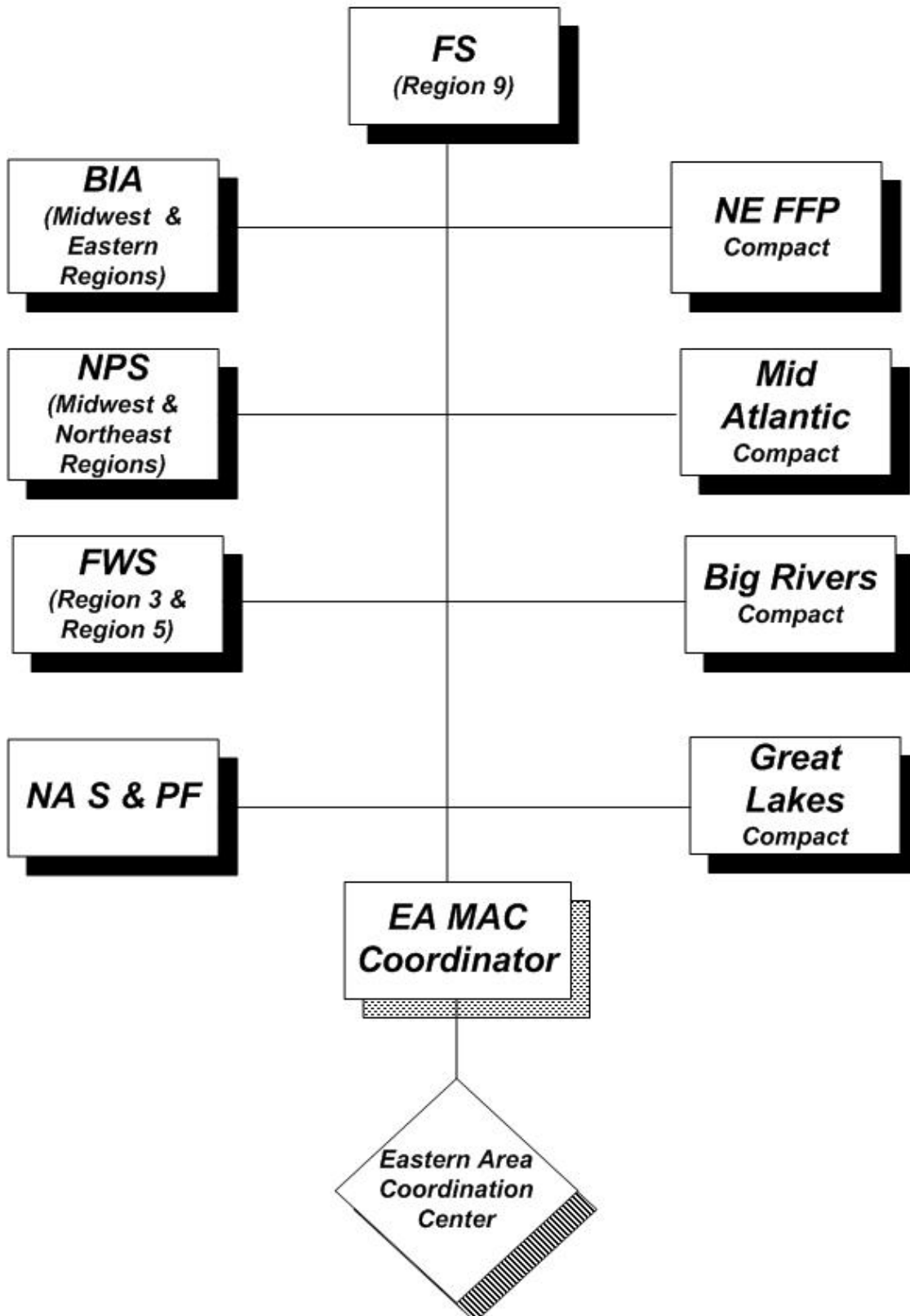
Bureau of Indian Affairs	Area Director
National Park Service	Regional Director
Fish and Wildlife Service	Regional Director
Forest Service	Regional Forester
Northeastern Area S&PF	Area Director
Four State Compacts	Compact Chairperson

Unit Administrator: Personnel staffing field line management positions within the Eastern Area. Examples include:

Bureau of Indian Affairs	Agency Superintendents/Tribal Council
National Park Service	Park Superintendents
Forest Service	Forest Supervisors
Fish and Wildlife Service	Refuge Managers
State Division of Forestry	Local Foresters

Center Manager: An individual who serves as an advisor to the MAC group.

## EASTERN AREA MAC GROUP



## 32.2 EASTERN AREA MAC GUIDELINES

### A. Composition of the EA MAC Group.

1. The EA MAC group is made up of personnel from those agencies that have jurisdictional responsibility and those who are heavily supporting the effort or may be significantly impacted by the lack of local resources.

2. Agency representatives should be fully authorized to represent their agency (commit resources and authorize expenditure of funds).

3. Typically a geographic area EA MAC group would include:

Regional director/fire operations officer level for Forest Service

State forester/deputy state forester level for state agencies

State fire management officer level for the Bureau of Land Management

Area fire management officer for the Bureau of Indian Affairs

Regional fire management officer for the National Park Service

Regional fire management coordinator for Fish and Wildlife Services

### B. Roles and responsibilities of the EA MAC group are as follows:

1. Prioritizes incidents.

2. Ensures the collective resource situation status is provided and current, by agency.

3. Determines specific resource requirements, by agency.

4. Determines resource availability by agency (available for out of geographic area assignments).

5. Determines need for and designates mobilization and demobilization centers.

6. Allocates limited resources to incidents based on priorities.

7. Anticipates future resource needs.

8. Reviews policies/agreements for resource allocations.

9. Reviews need for other agencies involvement.

10. Provides necessary liaison with out of area facilities and agencies as appropriate.

11. Critiques operation and recommends improvements.

C. The EA MAC group coordinator serves as a facilitator in organizing and accomplishing the mission, goals and direction of the EA MAC group. The position provides expertise on the functions of an EA MAC organization and the proper relationships with dispatch centers and incidents. Initially, the duties of the EA MAC are carried out by the area coordination center.

This position needs to be highly skilled in incident management and National Interagency Incident Management System (NIIMS). Experience in an area or zone coordination center, or as a planning section chief and/or completion of the national EA MAC training is desirable.

The EA MAC group coordinator performs the following:

1. Fills and supervises necessary unit and support positions, as needed, in accordance with coordination complexity.
2. Arranges for and manages facilities and equipment necessary to carry out the EA MAC group functions.
3. Facilitates the EA MAC group decision process by ensuring the development, distribution, and display of information and archiving that will assist agency representatives in keeping abreast of the total situation. Provides the data necessary for astute priority setting and allocation of resources.
4. Implements decisions made by the EA MAC group.
5. Receives, reviews, distributes and implement national EA MAC decisions to agency representatives.

D. The EA MAC group situation unit coordinator position should be filled by an experienced situation unit leader and is responsible for the collection and organization of incident status and situation information and evaluation.

E. The EA MAC group resources unit coordinator position should be filled by an experienced resources unit leader and is responsible for maintaining and providing current information regarding status of personnel, equipment, and aircraft committed and available within the EA MAC area of responsibility.

F. The EA MAC group information unit coordinator position should be filled by an

experienced information officer and is responsible for providing summary information from agency/incident information officers, as well as identifying sources for additional information to the media or other government agencies.

G. Other support positions should be filled on an as needed basis.

### **32.3 EASTERN AREA MAC OPERATING PROCEDURES**

A. Notification to EA MAC coordinator: the EA MAC group coordinator shall be notified at planning level IV (see EMG, Chapter 20).

B. Location: the EA MAC group would normally be located at a location near EACC, but could work from other locations (or even conference calls) depending on the complexity of the situation.

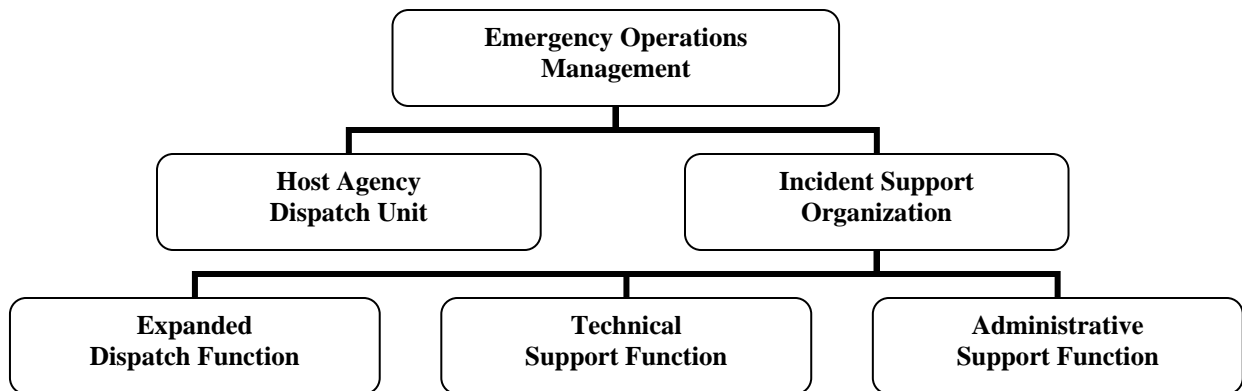
C. Mobilization: the EA MAC group is mobilized through the appropriate coordination center.

D. Flow of Information: normal flow of information to the EA MAC group is through dispatch/coordination centers (not incidents).

E. Mandatory Activation: EA MAC will be activated at planning level V (see EMG, Chapter 20).

### 33 INCIDENT SUPPORT ORGANIZATION (ISO)

Agency administrators are responsible for emergency operations. Often the unit fire management officer (FMO) has responsibility for the incident support organization (ISO) and as a representative on the local EA MAC group. Routine initial attack and law enforcement dispatching continues but is separated from the ISO. Each office will have dispatch operating plans that include authorities, roles and responsibilities for all dispatching activities, including routine and emergency operations. Identify resource order flow, display job aids and references for integration of buying teams and sources of supply.



#### 33.1 EXPANDED DISPATCH ORGANIZATION

Expanded dispatch relieves the normal dispatch organization by focusing exclusively on the large or complex incident. Expanded dispatch functions are overhead/crews, aircraft, intelligence, equipment/supplies.

Staffing levels and the degree of expertise required are determined by the volume of orders and complexity of the incident(s). Often in less complex situations, one dispatcher handles more than one functional area. Dispatch recorders and support dispatchers may be able to handle simple situations. The addition of a supervisory dispatcher might be appropriate in situations of multiple fires or for an incident of long duration. A coordinator would function only in the most complex situations.

The supervisory dispatcher supervises logistical support activities in accordance with direction provided by the Agency administrator or the EA MAC group coordinator. The individual filling this position must be a qualified supervisory dispatcher. The position is responsible for filling and supervising the necessary positions based on the complexity of the situation.



### **33.2 TECHNICAL SUPPORT**

Expanded dispatch technical support provides specialized skills that assist off incident support operations. These can vary from situation to situation. Common technical support functions are: telecommunications, caching of supplies, transportation services, equipment inspection, ramp services, mobilization center management and security. Often full-time staffing is not necessary, and incumbents may redeem these responsibilities through their normal job duties.

### **33.3 ADMINISTRATIVE SUPPORT**

The administrative support function of the incident support organization provides administrative advice and services for the ISO and the incident. They can provide equipment and personnel timekeeping services for off site operations, procurement services (usually in the form of a buying team), provide for the hiring of local AD employees, follow-up on local compensation and claims actions, as well as providing fiscal advice and making payments. When complexity increases, a comptroller may be added to assist the local administrative officer in redeeming incident related responsibilities.

An Incident Business Advisor (IBA1 or IBA2) may be ordered by the Agency Administrator to assist with incident business.

### **33.4 EA MAC GROUP COORDINATOR (See NMG Ch. 30)**

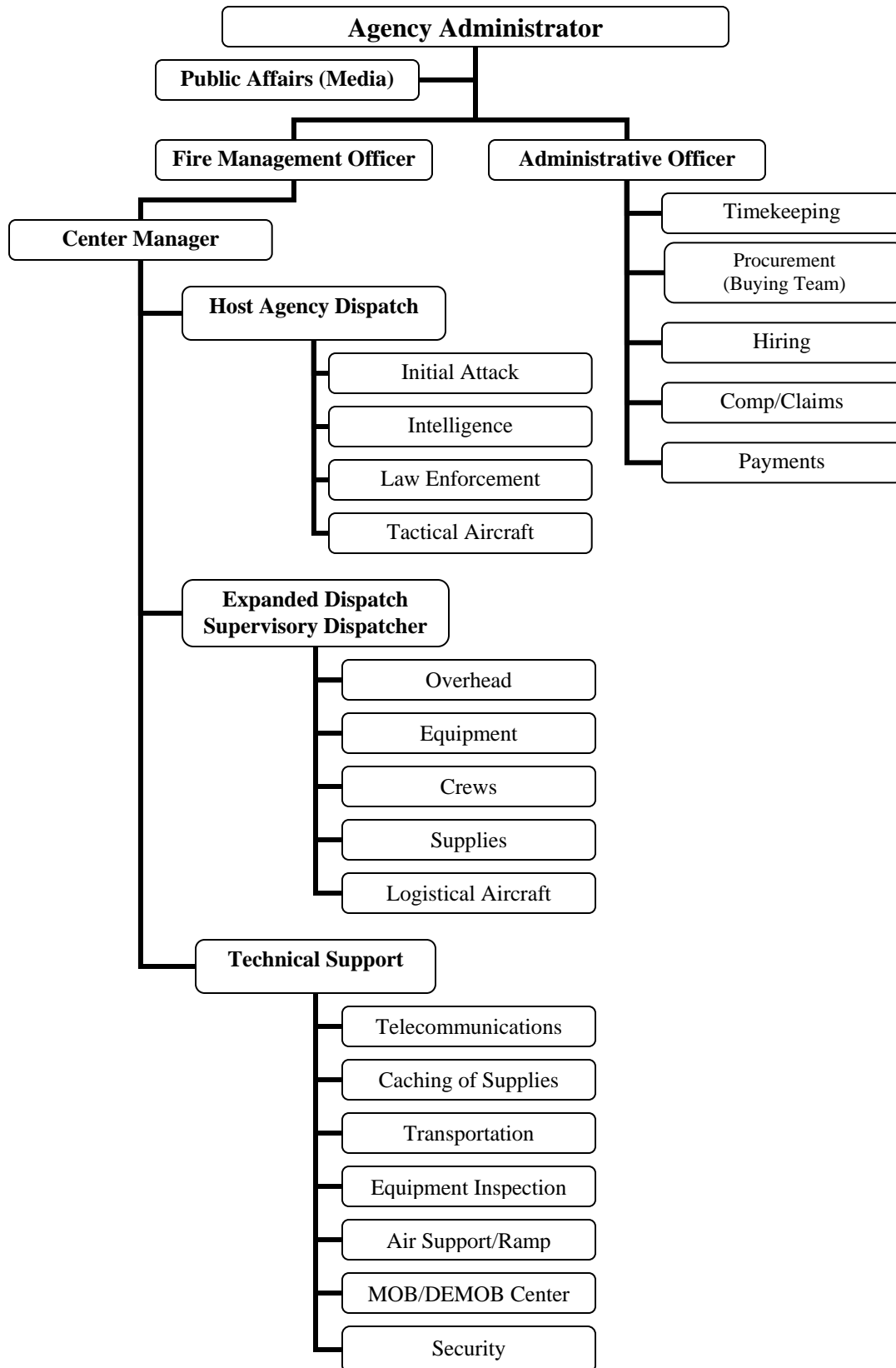
#### Responsibilities:

- A. Ensures EA MAC Group decisions are communicated and implemented through established dispatch ordering channels.
- B. Arranges for and manages facilities and equipment necessary to support the EA MAC Group function.
- C. Facilitates the EA MAC Group decision process by ensuring the analysis and display of information that will assist the EA MAC Group or their representatives in keeping abreast of the total situation. Provides the data necessary for astute priority setting, allocation of resources, and other collective decisions.

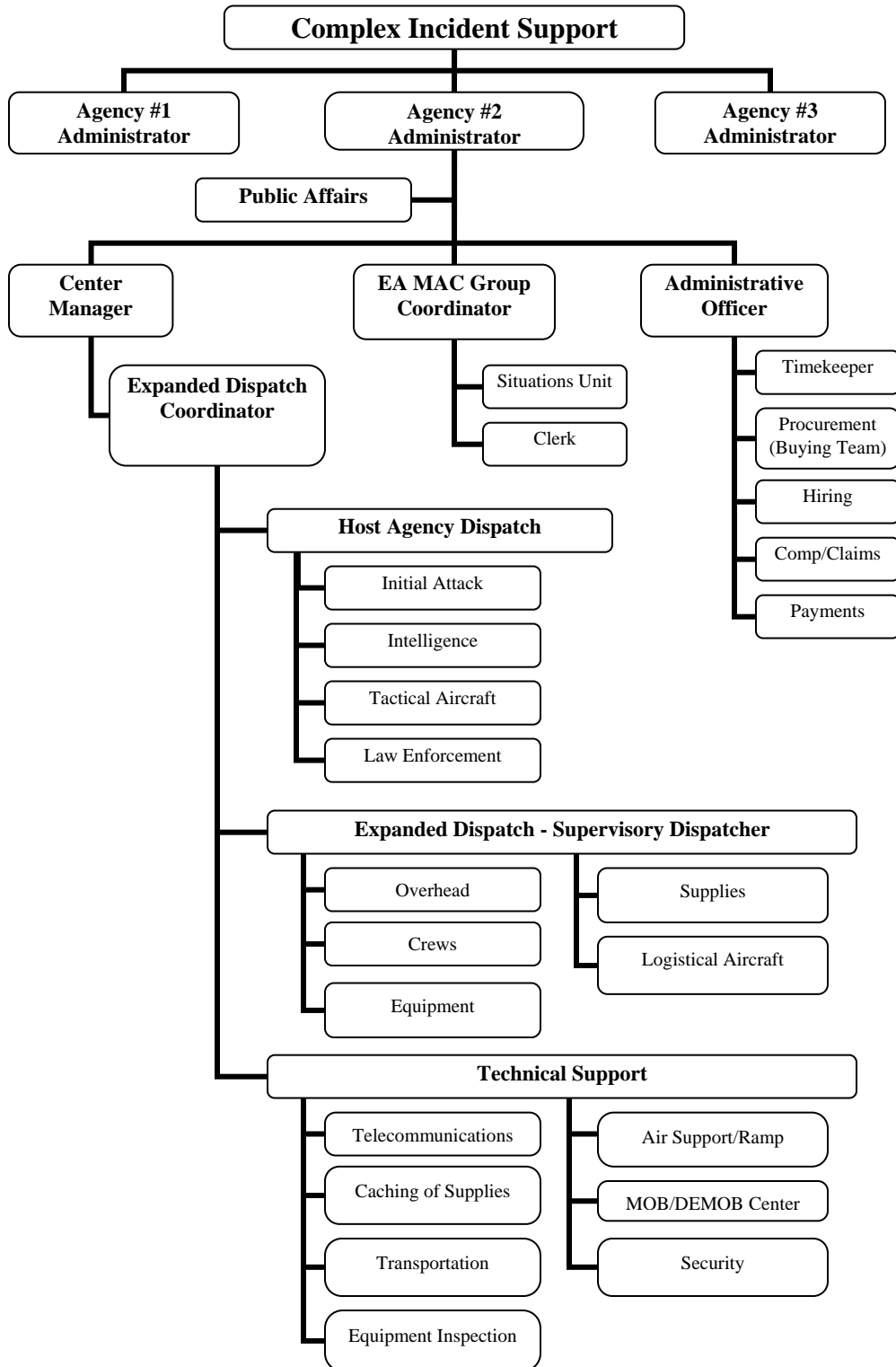
### **33.5 COMPLEXITY (See NMG Ch. 30)**

### **33.6 EXAMPLE ORGANIZATIONS (See NMG Ch. 30)**

### 33.7 INCIDENT SUPPORT ORGANIZATION, EXAMPLE



### 33.8 INCIDENT SUPPORT ORGANIZATION, EXAMPLE – COMPLEX INCIDENT



### **33.9 ITEMS TO HELP PREPARE FOR EXPANDED DISPATCH**

#### **33.9.1 PRE-SEASON PLANNING**

Designate a room away from but still near the initial attack dispatch office.

Arrange for adequate telephone installation with at least three lines pre-wired for activation when needed.

Arrange access to a fax Machine with a dedicated telephone line at or close to the office.

Arrange for adequate computer system installations with Internet access.

Ensure that the most current version of ROSS has been installed on each computer system.

May request a ROSS Technical Specialist (THSP).

Assemble supplies: resource orders, pens, pencils, pads, locator tabs, copies of service and supply plans, mobilization guides, airport designators (Airport Facility/Guide), list of unit designators, a road atlas, etc.

Set up pre-season meeting with local support groups: transportation, procurement buying unit, communications, etc., and establish an on-call list of key individuals.

Train a group of local people as dispatch recorders and support dispatchers. This will allow you to expand dispatch (for initial attack or large incident support) on short notice.

#### **33.9.2 INDICATORS FOR CONSIDERING EXPANDED DISPATCH**

Multiple initial attack fires or extended attack fires requiring twenty-four hour initial attack or support operation.

If a single incident goes to a Type I or II incident.

When fire weather indices indicate extreme fire behavior and risk of ignition (lightning or human caused) is high.

#### **33.9.3 ACTIONS TO TAKE CONCERNING EXPANDED DISPATCH**

When it is determined that an expanded dispatch organization is needed, establish a position to manage and supervise the expanded operation. This

position will assist with the decision making process and ordering of additional personnel for the organization. Depending on the complexity of the incident(s), this position could be filled by a supervisory/support dispatcher until such time a fully qualified coordinator is required.

When a Type I or Type II team is ordered, the **recommended** minimum order for personnel **(either local or non-local resources)** to support a 24 hour operation consists of:

Two supervisory dispatchers

Three support dispatchers

**Three to four dispatch recorders**

**Local procurement staff**

Administrative assistance **(timekeepers, computer specialists)**

**Public** information officer **(local preferred)**

Ground support **(drivers, laborers, etc)**

Ramp manager (If near airport)

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